



COMMONWEALTH of VIRGINIA

Office of the Governor

George C. Newstrom
Secretary of Technology

MEMORANDUM

To: All In-Scope Agency Heads

From: George C. Newstrom, Secretary of Technology

Re: Personnel Update of the Fall 2002 Due Diligence Data related to VITA

Date: April 15, 2003

Last week, you received information regarding the status of IT reform and the creation of VITA, effective July 1, 2003. The creation of a new agency affords many opportunities for employees, but it also introduces uncertainties regarding their future role in the new agency. The information requested in this memorandum will help us confirm which positions will become VITA positions. It will also help us appropriately determine individuals' initial organizational role in VITA, enable us to communicate that information as soon as possible to prospective VITA professionals, and it allows us to engage them in the creation of VITA services.

The VITA legislation prescribes an 18-month phased consolidation of the procurement and operational functions of information technology for executive branch agencies, including the transfer of appropriate positions/staff to VITA. Associated language in the 2003 Appropriations Act requires the submission of an operating plan for VITA by the Governor by August 1, 2003. To meet that requirement, each executive branch agency must validate and expand upon the personnel data provided by their *Due Diligence* submission last fall. Consistent with the VITA legislation, specific categories of agency positions that will transition to VITA include those who manage, support, or maintain:

- data centers
- servers
- voice/data telecommunications equipment/services/networks
- desktops, laptops/portable devices and peripherals

- help desk

Also to be transitioned to VITA are those positions that provide direct administrative and/or logistical support (e.g., procurement, security) to the above management, support and maintenance personnel.

The VITA Transition Office recognizes that personnel in the CIO/CTO, Planning and Managing, IT Admin Support, and IT Other Support personnel categories split their time between the application and operational functions within an agency, and those categories will need to be split for the purpose of transitioning positions/staff to VITA. The process for transitioning positions/staff to VITA for personnel categories that must split and the exact split percentages will be determined in the near future.

Consistent with the VITA legislation, it is also intended that VITA will assume responsibility for enterprise-wide business applications. A process for designating those applications and the associated supporting staffs will be determined at a later date.

Through your designated Agency IT Resource (see footnote¹), please provide the specific information requested herein on your staff that perform IT functions designated to be transferred to VITA. If your agency has not been asked to designate an IT Resource person please designate and forward to us an individual through which we can coordinate future IT requests and correspondence. Please forward this designees name, phone number, and email address to us at the Due Diligence email address below. A Support Team has been established to assist your Agency IT Resource in completing their submission. This team will be available to answer any questions and concerns regarding the submission of the spreadsheet and related documents:

SUPPORT TEAM CONTACT	PHONE #	SECRETARIATS SUPPORTED
Chandra Barnes	371-5804	Governor's Office and Cabinet Administration Commerce and Trade Education
Mike Elliott	371-5781	Finance Health and Human Resources Natural Resources
Chuck Tyger	371-5943	Public Safety Technology Transportation

Questions can also be emailed to: duediligence@state.va.us

Please complete and forward electronic copies of the following items to the Support Team at duediligence@state.va.us by close of business on Wednesday, April 30.

- Agency Personnel Spreadsheet (enclosed);

¹ As previously requested in the Information Technology Strategic Planning Guidance for the 2004-2006 Budget Biennium.

- Employee Work Profiles (EWP) for each position identified on the Spreadsheet. Please **do not** send performance plans or performance evaluations;
- Organization Chart(s) showing each position identified on the Spreadsheet;
- Employment Contracts (e.g. retention agreements, telecommuting, etc.), if applicable.

Hardcopy organization charts and employment contracts will be accepted if corresponding electronic copies are not available.

Also enclosed are instructions that address the following in greater detail:

- Instructions for columns within the spreadsheet;
- Definitions of the specific personnel functional categories;
- Request and instructions for EWPs (parts I and II), organization charts, and employment contracts.

A formal certification process, similar to the one used in the initial Due Diligence data collection, will be used for this data collection effort. A copy of the certification process is included with this package.

As we proceed with the VITA transition, we will remain committed to communicating clearly and often with you in determining how and when employees will transfer to VITA. You are encouraged to refer to the VITA transition web site (<http://www.to-vita.com>) on a frequent basis for the most up-to-date information and news.

Thank you in advance for your continued support and I look forward to working with you to achieve the vision for VITA.

Cc: Cabinet Secretaries